

MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	SPF/SIG Inter-Governmental Workgroup
DATE:	September 19, 2008
TIME:	8:30 – 10:20 a.m..
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	Bob Higgins
CO-FACILITATOR	
RECORDER:	Carolyn Foxall

INTENDED MEETING OUTCOME

1. Approval of Minutes
2. Review and revision of Environmental Scan (ES)
3. Presentation regarding web-based ES survey
4. Next steps

SUMMARY OF KEY POINTS

The meeting was called to order by Chairperson, Bob Higgins. Attendance was acknowledged through roundtable introductions. An attendance roster is attached.

1. June 20, 2008 minutes were unanimously approved. It was noted that the group was reconvening following a two-month recess during July and August.
2. Linda Nordeen gave an update regarding the Environmental Scan (ES):
 - She reiterated that the Michigan Department of Education (MDE) and History of Arts & Libraries (HAL) had participated in pilot interviews. The HAL interview was considered incomplete due to a pending additional contact, which is being addressed by the interview team. The MDE pilot was considered successful and the team felt they had been able to complete the questionnaire.
 - Nordeen noted that (following a meeting with Foxall) there was some feeling that the ES could be conducted with greater efficiency if there was an initial introductory/trust building meeting with the respective agency; followed by a request that they go to the website and complete the scan. This was thought to give a more consistent response that could be aggregated for reporting. Laux asked the group to consider that some personal nuance would be lost and perhaps some in-depth interviewing that allows greater insight into an agencies program scope. Higgins responded that a combination personal meeting and electronic approach would save time and allow the group to reasonably meet grant deadlines. At the recommendation of Higgins, with endorsement from Sharpe, there was group consensus to host a state-level inter-agency meeting at a computer lab facility. This would allow a group introduction to the project, common explanation of terminology, pre and post question/answer opportunities and immediate survey response. Sharpe asked for dissenting opinions. None were expressed. Douglas Sheldon was present to inform the group of the Michigan Department of Information Technology's (DIT) survey capability. Through a computer demonstration he was able to show that survey creation was possible and that by downloading to Excel, reports could be tailored to the project's needs. A key issue will be making sure that the survey asks the right questions in order to generate useful responses.
3. Through IG consensus, the following next-step action items were prescribed – a) Douglas Sheldon will draft a document for group feedback. within the week of September 22nd. b) Marguerite

Grabarek will be consulted for PIRE expert feedback to determine whether the questions will require modification in order to provide useful information to the state. c) Carolyn Foxall will draft an invitation to state agencies for ODCP senior management approval. d) Sheldon will locate a facility that will accommodate an orientation and a computer lab experience. All four items will be presented to the IG for contemplation and approval by the October 17, 2008 meeting.

There being no further business, the meeting was adjourned.

ACTION

THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.

ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
Type minutes	Carolyn Foxall	Within 10 working days of mtg	October 6, 2006
Draft IG "update letter" to State Inter-Agency Comm	Foxall	Prior to Oct 17th, IG	October 7, 2008
Draft IG Web ES	Douglas Sheldon	Week of Sept 22 nd	In process – Following meeting w/ Foxall, developed sample and forwarded to IG core team.. Website glitch prohibited access. System up 10/7/08. Proceeding with Grabarek contact.

RESEARCH & TECHNICAL ASSISTANCE REQUESTS

■ ODCP ED SECTION – WEBSITE

REQUEST	TO WHOM	ACTION TAKEN
NA		

NEXT MEETING

DATE:	OCTOBER 17, 2008
TIME:	8:30 – 10:00 A.M.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821

ANY ADDITIONAL COMMENTS?

ATTENDANCE

PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.

MEMBERS' AND GUESTS' NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Marguerite Grabarek	PIRE	SPF Project Evaluator	Yes
Kari Galvas	RCA	Guest	No
Ann Covert	Connexion, Inc	Member	No
Beverly Ward	MCRUD	Member	No
Carolyn Foxall	ODCP	ODCP Staff Liaison	Yes
Achilles Malta	MASACA	Member	No
Deborah J. Hollis	ODCP	ODCP Management	Yes
Dianne Perukel	OHSP	Member	No
Donald Allen	ODCP, Director	Honorary Member	No
Felix Sharpe	ODCP, Admin. Mgr.	Member	Yes

ATTENDANCE (CONT'D)			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS' AND GUESTS' NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Homer Smith	MADD	Member	No
Jason Hamblen	OHSP	OHSP Alternate for Perukel	No
Jocelyn Vanda	DHS	Member	Yes
Karen Salem	CSAP, Project Officer	Guest	No
Larry P. Scott	ODCP	SPF/SIG Project Director	Yes
Leisa Gallagher	DOE	Member	No
Linda Nordeen	MDCH/Tobacco Section	Member	Yes
Luanne Beaudry	PN	PN Alternate for Sheila Taylor	No
Michael Langford	CENTRAL CAPT	CCAPT Alternate for T. Johnson	No
Nancy Becker-Bennett	ODCP/Law Enf. Section	Member	Yes
Robert Higgins	DOE	IG Chair	Yes
Sheila Taylor	PN	Member	No
Tine Laux	ODCP/CSAP	Prevention Fellow/guest	Yes
Tracy Johnson	CENTRAL CAPT	CCAPT Technical Assistance	No
Tasha Wilkerson	CENTRAL CAPT	CCAPT Associate	No
Ann Comiskey	Troy Coalition	Member	No
Mary Ludtke	MPCC	Member	No
Douglas Sheldon	ODCP/Education	Guest	Yes